



Arizona Commission on the Arts

Grants for Organizations and Schools Fiscal Year 2015: Festival Grants

Program Description

Festival Grants assist organizations in their efforts to provide quality arts programming and are awarded to assist with the costs of connecting artists (or their artistic work) with communities.

Festivals: A Definition. Festivals allow communities to share artistic and cultural traditions which can create vibrant opportunities and experiences for citizens and visitors. A festival is often a person's first experience and point of entry with the arts and can serve as a bridge to new kinds of arts attendance. Festivals may be multidisciplinary in scope and often feature arts education opportunities. Festival activities can include music, dance, art, food and traditional demonstrations, but also may be specific to an artistic discipline.

Applicant Eligibility

An applicant must be incorporated as an Arizona nonprofit organization with tax-exempt status or be a unit of government. Eligible organizations include Arizona local arts agencies, tribal cultural organizations, government departments or agencies, university/college departments and other nonprofit social service organizations. Unincorporated organizations may also apply through a registered nonprofit fiscal sponsor.

Grant Program Review Criteria & Scores

- **Community Investment (40%):** Project engages communities in an effort to achieve broad, diverse participation.
- **Quality Programming/Service (30%):** Project provides quality festival programming or service in support of communities.
- **Stewardship of Public Funds (30%):** Project demonstrates viability through appropriate outcomes and budget, and supports accessibility.

Applications will receive a total score out of 100 percent.

Eligibility Requirements

Festival Grant applicants must meet the following program requirements at the time of application:

- One successful year of arts related programming.
- Minimum comprehensive festival budget of \$4,000, excluding in-kind support.
- Minimum eligible fees of \$2,000. (Includes Contracted Services/Artist Fees including travel/per diem, Production Expenses, Space Rental and Marketing/Promotion.)

Deadline & Grant Cycle

DEADLINE: 11:59pm, Thursday, March 20, 2014
for projects taking place between July 1, 2014 and June 30, 2015

Primary Staff Contact

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For questions regarding **GO!EGOR**:

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Grant Program Does Not Fund

- Organizations and schools that received Arts Commission funding in Fiscal Year 2013 but failed to file a final report by Monday, September 16, 2013.
- Performing Arts or Multidisciplinary Organizations' series or seasons of presented or produced work.
- Applications submitted by for-profit organizations.
- Projects involving construction of facilities.
- Debt reduction.
- Food and beverages for receptions and hospitality functions.
- Fundraising projects.
- Scholarships, awards and competitions.
- Producing organizations to tour or present themselves.
- Conferences, symposiums and the like.
- Religious institution-led or religious group-sponsored projects not open to participation by non-congregants.
- Religious institution-led or religious group-sponsored projects whose primary purpose is the religious socialization of individuals or which exist as parts of religious sermons or services.
- Equipment/capital expenditures.
- Re-granting.
- Indirect costs.
- Grant administration, overhead or processing fees taken by an umbrella/parent organization as a percentage of the total award, with the exception of fiscal sponsors.
- Lobbying expenses.
- College or university-sponsored projects not open to participation by the community outside the university setting.
- Staff or board member salaries of the applicant organization.
- Any costs other than those delineated in the GO!EGOR Festival Budget Form and Eligible Fees Chart.

This list is not comprehensive.

Award Amount/Chart/Scale

Festival Grants are flat grants of \$2,000 and must be matched by the organization's contribution of at least \$2,000.

While in-kind contributions are useful in demonstrating support for a project, they may not be used to match grants. The fair value of volunteer services cannot be recognized as eligible in-kind revenue in the context of the required grant match, as volunteer services do not meet fiscal auditing criteria under generally accepted accounting principles.

For specific eligibility information related to this grant area, refer to the following chart.

Festival Grants	Eligible Fees (<i>must be itemized</i>)
Contracted Services & Artists Fees including travel/per diem	Guest artist fees and travel expenses (<i>including lodging</i>).
Production Expenses	Includes insurance and sound and lighting equipment rental for the project only.
Space Rental	Includes stage and space rental for project only.
Marketing/Promotion	Includes media ads, graphic design, website maintenance, promotional material and printing costs.

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How to Apply

All applications must be submitted online through GO!EGOR, <http://arizona.culturegrants.org/>. (Access to the application through GO!EGOR will become available no later than the first week of February, 2014.) Incomplete applications will be ineligible for review or funding. The application contains the following sections: [1] Applicant and Organization Profile, [2] Overview and Narrative Questions, [3] Budget and [4] Supplemental Materials/Information.

GO! EGOR

The Arizona Commission on the Arts uses an online grants application system, called GO!EGOR, to receive and review grant applications. This electronic grants application system allows the Arts Commission to capture and archive applicant information and allows grant review panels to review applications in consistent formats and structures.

The Arts Commission will not accept applications by means other than GO!EGOR. If applicants do not have internet access, they are advised to contact local public libraries and local arts agencies, many of which offer public internet access. If extenuating circumstances prohibit applicants from using GO!EGOR, they are advised to contact the Arts Commission **at least one month before** the application deadline to make alternative arrangements for application submission.

General Instructions for Completing an Application in GO!EGOR

Applicants are encouraged to develop responses to all application questions and information requests using word processing software and to copy and paste completed responses into the GO!EGOR application. Within the GO!EGOR system, applicants are presented with a series of questions and requests for information. Some of these questions and requests require applicants to use check boxes and drop-down selection screens and others require a narrative response.

Below are some general suggestions to help applicants navigate the GO!EGOR application process:

- For narrative responses, applicants should use upper/lower case letters (*not all caps*).
- Formatted text is not accepted by GO!EGOR: applicants cannot bold, italicize or underline text or change font style or size.
- Narrative responses are limited to a maximum character (*not word*) count. Note the maximum number of characters before developing narrative responses. Applicants will be notified if the maximum character count has been exceeded.
- For numeric amount responses, enter only whole numbers (*no decimals, commas or dollar signs*).
- Applicants must tab or mouse from question to question. When an applicant hits "enter," the system will save the page.
- GO!EGOR "times out" if an applicant remains on one page for an extended period of time. To avoid losing work, please save often.
- Once submitted, applicants no longer have access to their grant application(s).
- Again, applicants are encouraged to develop responses to all application questions and information requests (*including budget information*) using word processing software, wherein applicants can spell-check and monitor character count. Applicants are further encouraged to save often and, once responses are complete and edited, to copy and paste responses into the GO!EGOR application.

[1] Applicant and Organization Profile

If you are a new applicant, GO!EGOR will prompt you to create a user profile and organization profile. If you are a returning applicant, you will login in using your existing user profile and update your existing organization profile.

Applicants are required to provide or update three types of contact information:

- Authorizing Official – typically a person with authorizing authority.
- Organization Contact – typically a person who can provide general organization information.
- Program/Project Director – typically the person responsible for management of the grant application.

Applicants are strongly encouraged to provide different contact information for each type of contact.

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[2] Overview and Narrative Questions

Compose your answers to the following narrative questions in a separate document before you begin. These questions will take time and editing to prepare a thoughtful and complete answer.

Festival Overview

- **Festival Website.** *(This field will auto populate from the Organization Profile.)*
- **Mission/vision of the applicant organization.** *(800 character maximum, including spaces; this field will auto populate from the Organization Profile.)*
- **Projected number of participants.**
- **Project title and brief, one-sentence description of the project.** *Consider this your project's elevator pitch. (500 character maximum, including spaces)*
- **Project Description.** Provide a detailed description of the festival. Be as specific as possible about the various activities involved, the roles of the key project leaders and the timeline. If this is an ongoing project, include how many years the festival has existed. *(2500 character maximum, including spaces)*

Community Investment

Project engages communities in an effort to achieve broad, diverse participation.

An applicant demonstrating excellent Community Investment:

- Clearly defines and understands the communities it serves (geographic, cultural, etc.).
 - Employs effective strategies to engage new communities or deepen participant experiences.
 - Collaborates and forms meaningful partnerships with other stakeholders to achieve its mission.
 - Demonstrates meaningful impact on the local community.
1. Define the diverse communities this festival will serve during the funding period. Support your response with quantitative information, including demographic and socioeconomic data, geographic location and other relevant descriptive indicators. *(1500 character maximum, including spaces)*
 2. Describe **ONE** strategy that you will use to engage new people or deepen the experience of currently engaged people in your festival. *Consider partners, audience, patrons, users, visitors, volunteers, etc. (1800 character maximum, including spaces)*
 3. Describe **ONE** significant partnership you will engage in to support the festival. *Consider partners of all sorts, including other nonprofits, local businesses, schools, community/civic groups and government agencies. (800 character maximum, including spaces)*
 - a. How will this partnership serve your communities? *(1200 character maximum, including spaces)*
 4. Describe the impact this festival will have on the local community. *Consider various types of impact, such as economic, cultural, civic, etc. (1500 character maximum, including spaces)*

Quality Programming/Service

Project provides quality festival programming or service in support of communities.

An applicant demonstrating excellent Quality Programming/Service:

- Develops creative and coherent programming that is aligned with its mission, vision and goals.
 - Employs relevant evaluation methods and utilizes results effectively.
 - Engages qualified and diverse artistic or cultural personnel whose skills and expertise align with programming goals.
1. Describe how the proposed festival programming aligns with your organization's mission, vision and goals. *(1500 character maximum, including spaces)*
 2. Describe **ONE** evaluation type/method you have employed in order to ensure quality of the festival programming or services, what was evaluated and how the results of that evaluation have been utilized to adapt/inform programming or services. *(1800 character maximum, including spaces)*
 3. Who are the key artists who will be engaged in this festival in FY2015? Describe their skills or experience and what they will contribute to the festival programming. *(2000 character maximum, including spaces)*

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Stewardship of Public Funds

Project demonstrates viability through appropriate outcomes and budget, and supports accessibility.

An applicant demonstrating excellent Stewardship of Public Funds:

- Demonstrates accountability through realistic and measurable outcomes.
- Provides a detailed budget description.
- Shows comprehensive alignment of project costs to overall project goals (through the project budget).
- Ensures festival programming and facilities are accessible.

1. Describe the realistic and measurable outcomes you will use to evaluate the success of the festival. *(1500 character maximum, including spaces)*
2. The review panel will examine the festival budget submitted through GO!EGOR. Explain the project costs and any in-kind support. *This is your opportunity to bring your festival budget to life, as if you were explaining it to the grant review panel. (1800 character maximum, including spaces)*
3. Grants from the Arts Commission require compliance with the regulations of Section 504 and Title II of the Americans with Disabilities Act (ADA). Describe how your organization will ensure that the festival programming and facilities are accessible. *(1500 character maximum, including spaces)*

[3] Budget

Follow the instructions in GO!EGOR to submit your project budget.

[4] Supplemental Materials/Information

Required supplementary materials must be uploaded through GO!EGOR. *(Access to the application through GO!EGOR will become available no later than the first week of February, 2014.)* You will need to provide the following:

Federal Tax Exemption Letter *(first time applicants only)*

This is a letter from the IRS granting 501(c)3 status to an organization or a designated fiscal agent. It is NOT the letter assigning a Federal Tax ID Number. Public schools and units of government (including Tribal) are exempt from this requirement.

Fiscal Sponsor Letter of Agreement *(if applicable)*

If using a Fiscal Sponsor, an applicant must scan and upload a letter signed by authorizing officials from **both** the grantee organization and the Fiscal Sponsor. The letter must state that the Fiscal Sponsor agrees to receive any grant funds on behalf of the grantee, distribute them to the grantee organization and maintain appropriate financial records.

The Arizona Commission on the Arts is an agency of the State of Arizona which supports access to quality arts and arts education opportunities for all Arizonans; the development and retention of statewide jobs in the nonprofit arts, culture and education sectors; and increased economic impact in local communities through arts-based partnerships that develop tax and small business revenue.

We imagine an Arizona where everyone can participate in and experience the arts.

For more information, contact us at Arizona Commission on the Arts, 417 West Roosevelt Street, Phoenix, Arizona 85003-1326 or call (602) 771-6502 or email info@azarts.gov or visit <http://www.azarts.gov>.



To request this or any other publication in an alternate format, contact the Arts Commission offices.

AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY